NEOGOV Training
For the State of Wyoming

NEOGOV 101

Supervisor (SME) role

Supervisor Review Applicants (SME Review)

LOGIN(s):

> **Training website**: **www.training.neogov.com**
> **Login Live website:** **https://secure/neogov.com/insight/login.cfm**

Where to Begin?

1.   Enter your Username and Password

2.   Choose the Online Hiring Center – Departments option. (See above)

Filtering Applications based on Ideal Characteristics
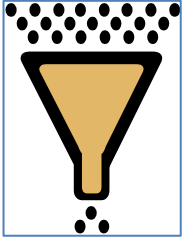
NOTE: Working with supervisors/managers, your agency HR is now able to establish <u>additional filtering criteria</u>, to assist supervisors in reviewing applicants in search of the best qualified applicant.

Filters may be applied and that group may be forwarded for supervisors, first. There is still the option to view all applications.

Your Agency HR will be able explain more about this process, however, to work effectively, the correct questions must be asked of applicants as they apply.

When you ask agency HR to put together your recruitment, this is the time to decide what characteristics the ideal candidate will possess. (We currently use the Preference section of the recruitment for this information.)

How do I Review Applications?

Since applications that appear for supervisors in the SME Review role, are <u>pre-screened</u> for Minimum Qualifications, agencies will be able to view all information for applicants in this stage of the review.

To begin,

1. Hover over your user name located on the upper right of the screen; click on link labeled **My SME Review**
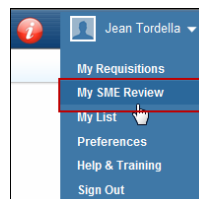
2. Click the **title** of the Exam Plan/Job Title where applicants require your review

3.   Click the **candidate's name** to view their application record

4.   Click S**how Candidate Disposition**

5.   Select the candidate's Disposition and add comments as desired

6.   Click **Save & View Next App**

7.   Review and score each candidate's application record. You may mark applicants as passed, failed or other. (When marking "Failed" we recommend that you choose "Not Best Qualified" as the reason).

8.   Click **Save** after scoring the last applicant

       NOTE: Multiple supervisors may review applications and add comments.
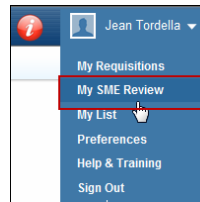
    Be aware that these comments are also discoverable by applicants, remember EEO compliance and stick to the facts and appropriate comments.

9.   Click **My SME Review**

10.   Click the **Title** of your exam plan

11.   View the results in the **Disposition**

How do I Print out Applications?

1.   Hover over your user name located on the upper right of the screen; click on link labeled **My SME Review**

2.   Click on Print, under the **Applications** field.

3.   Select all applications you wish to print out or download.

4.   Once applications are selected, click on either "Download All Applications" or " Download Selected Applications"

Depending on the software on your pc, you may:

- "Print" to PDF format,
- Save as html format, or
- Print from the download view.
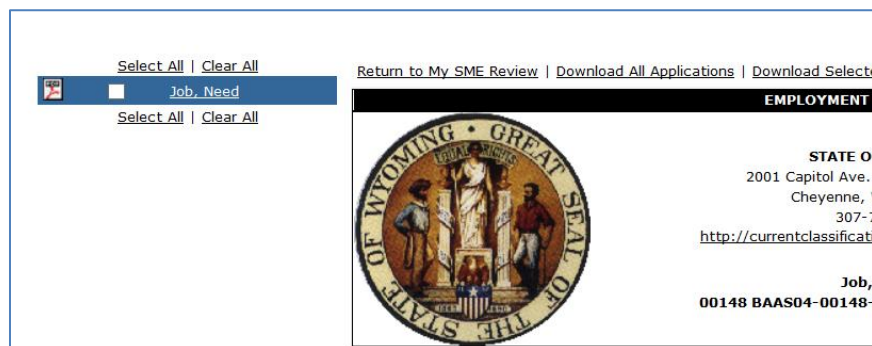
5.   Notify your agency HR of your selection(s).   Important!